

memorandum

FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management and Administrative &
Support Distribution

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Phone/FAX: 667-1332/665-5566

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SUBJECT: TEMPORARY SUSPENSION IN ISSUING DOE STANDARD BADGES

Due to an unexpected problem in obtaining a component of the DOE standard badge stock used by the LANL Badge Office to create its badges, several temporary measures have been taken which will affect most categories of individuals who need badges. There is only one manufacturer of the "pouch" containing the required ENERGY hologram, and the manufacturer encountered problems in supplying the Badge Office with badly needed replacement stock. The manufacturer's most recent estimate of when the Badge Office will receive new stock is July 7.

The DOE will not permit the Laboratory to create DOE standard badges that lack the ENERGY hologram. Until new stock is received, the following emergency measures are being taken.

Summer students

Summer students, regardless of clearance level, are being issued Temporary badges (no picture; in the "picture" area there is a large, black T) with the students' last day at the Laboratory as the expiration date. This will avoid the need to come to the Badge Office a second time to be rebadged. For those students who will be returning intermittently over the course of the next year, a standard badge will be issued at their first return after the summer work period. To the extent that a summer student can tell the Badge Office his/her last day at the Laboratory, it will avoid additional inconvenience for all concerned.

New uncleared subcontractors and new hires

These individuals will receive a temporary badge with an August 1, 1997 expiration date. They should return to the Badge Office after new stock is received (an announcement will be placed in the Laboratory's online Newsbulletin) but before August 1, 1997 (those affected should not wait until the last possible moment) to obtain their DOE standard badge

To obtain a temporary badge, the usual requirement that the Badge Office must first have a Technical Area Badge Request (Laboratory Form 917, available online) applies. Once standard badge stock is received, the temporary badge can be exchanged for a DOE standard picture badge. It will not be necessary to submit another Form 917 to go from the temporary to the standard badge.

Replacement badges

Until new stock is received, individuals needing a replacement badge as a result of damage, loss, change of facial appearance, change of name, etc., will receive a temporary badge with an August 1, 1997 expiration date. The procedures outlined in the paragraph above should be followed.

Subcontractors with a current badge expiration date on or about July 1, 1997

Many subcontractors' personnel have DOE standard badges with an expiration date falling in June or July. The Badge Office has notified PTLA that any subcontractor badges expiring during this period from an approved subcontractor (that is, a subcontractor whose contract will not expire before August 1, 1997) is to have an automatic extension of the date on the badge through August 1, 1997. During the period between receiving new badge stock and August 1, affected personnel are asked to come to the Badge Office to receive a new DOE standard badge.

There may be slight delays at security posts, because PTLA security personnel will need to verify the name of each subcontractor employee with an expired date from a master list of those who qualify for the automatic extension to August 1.

Alternatively, subcontractor employees may come to the Badge Office to obtain a temporary badge with an expiration date of August 1, 1997, prior to the expiration of their current badge. To do this, the usual requirement that the Badge Office must first have a Technical Area Badge Request (Laboratory Form 917, available online) applies. Once standard badge stock is received, the temporary badge can be exchanged for a DOE standard picture badge. It will not be necessary to submit another Form 917 to go from the temporary to the standard badge.

Cleared UC employees

Cleared UC employees coming to the Badge Office to obtain a cleared badge for the first time will be the only ones issued a DOE standard badge while limited supplies last. When remaining supplies are exhausted, these individuals will also be issued a temporary badge, with an expiration date of August 1, 1997. They will need to return to the Badge Office after new stock is received but before August 1, to be issued a DOE standard badge.

The Badge Office apologizes for the inconvenience resulting from this unexpected development. Please contact us at 667-6901 or badge@lanl.gov if you have any questions or comments.

RSV:KAC:lj